

## National Infant Immunization Week Sample Timeline

Task	Due Date
Select event date and potential event sites (Check conflict with other events)	<input type="checkbox"/> December
Inform partners	<input type="checkbox"/> December
Determine program focus/emphasis	<input type="checkbox"/> January
Invite main speakers	<input type="checkbox"/> January
Work with health department and program consultants to recruit advisory/planning committee	<input type="checkbox"/> January
Planning committee meeting Roll of advisory/planning committee:	<input type="checkbox"/> January
<ul style="list-style-type: none"> <li>• Advise on site/location (If outdoors, also select an alternate bad weather site.)</li> <li>• Develop theme or adopt national theme</li> <li>• Advise on program content (approx. 30 minutes)</li> <li>• Recruit local celebrities/VIPs</li> <li>• Recruit children to participate and secure transportation</li> <li>• Develop local invitation list (include local government officials, legislators, community leaders, health officials, and others)</li> <li>• Recruit volunteers</li> <li>• Determine recognition awards</li> <li>• Recruit entertainment and develop children's program</li> </ul>	
Confirm event site	<input type="checkbox"/> January
Secure VIP transportation and hotel	<input type="checkbox"/> January
Planning meeting	<input type="checkbox"/> January
Awards nomination committee	<input type="checkbox"/> January
Invite speakers and celebrities	<input type="checkbox"/> January
Develop invitation list	<input type="checkbox"/> January
Planning meeting	<input type="checkbox"/> February
Design and print invitations	<input type="checkbox"/> February

Planning meeting	<input type="checkbox"/> March
Select award recipients	<input type="checkbox"/> March 3
Write media advisory, news releases and media materials	<input type="checkbox"/> March 4
Design and print programs, banners, name tags, posters, signs	<input type="checkbox"/> March 12
Develop media list	<input type="checkbox"/> March
Write speaker remarks/talking points	<input type="checkbox"/> March
Mail invitations	<input type="checkbox"/> March 21
Compile RSVPs	<input type="checkbox"/> March - April
Create recognition awards	<input type="checkbox"/> March 25
Planning meeting	<input type="checkbox"/> March 25
Send out first media advisory	<input type="checkbox"/> March 31
Final planning meeting	<input type="checkbox"/> April 7
Work with local public affairs on media call outs	<input type="checkbox"/> March 31 - April 11
Schedule media interviews	<input type="checkbox"/> March 31 - April 11
Second media advisory	<input type="checkbox"/> April 10
Final briefing for participants	<input type="checkbox"/> April 11
Event	<input type="checkbox"/> April
Thank you letters and evaluation	<input type="checkbox"/> April